

**JOB TITLE:** HR Generalist/Recruiter  
**DEPARTMENT:** Human Resources  
**REPORTS TO:** Payroll & Benefits Specialist  
**JOB LOCATION:** Denton, Texas

**LAST REVISION DATE:** 05/2019  
**JOB TYPE:** Regular Full-Time  
**PAY TYPE:** Exempt  
**HOURS:** Standard day schedule, with nights, weekends, and holidays, when necessary

**Pay Range:** DOQ (\$43,000.00 - \$46,800.00 annually)

### **JOB SUMMARY**

Working closely with the Denton County Transportation Authority (DCTA) Human Resources (HR) team, the North Texas Mobility Corporation's HR Generalist is responsible for administrative support, associate communication, and general problem solving in regard to projects, policies and procedures as they relate to core HR services. The Generalist acts as the primary contact for employees of the NTMC and performs customer service functions by answering employee requests and questions or directing employees to the correct point of contact.

### **JOB FUNCTIONS** (These duties are a representative sample; position assignments may vary)

- Oversees the recruiting, interviewing and processing of applicants for all vacant positions
- Supports, guides, and executes the full-cycle recruiting process to ensure compliance with NTMC policy and other governmental requirements
- Executes all new hire processes, including pre-employment screenings, onboarding, and the communication or scheduling of any needed training across the agency
- Accountable for updating and maintaining NTMC Employee Guidebook consistently, and in charge of creating and conducting training to ensure compliance with all policies and procedures
- Responsible for all aspects of personnel files, and comfortable conducting periodic audits
- Acts as a liaison to supervisors on performance management objectives, and train as necessary with performance, disciplinary actions, or development
- Handles the full hiring process from cradle to grave, including interviewing, onboarding, orientation of new hires, any necessary on-going trainings, personal development, disciplinary action, and terminations to ensure compliance with policies and other requirements
- Manages, communicates, and administers needs for any and all FMLA/administrative/short-term disability/long-term disability leave, and maintains compliance for legal and federal requirements; while upholding strict confidentiality in all matters
- Responsible for any conflict resolutions necessary, including but not limited to investigations, disciplinary action, and terminations
- Assists and trains management with HR recruiting needs
- Acts as the EEO officer for NTMC, and ensures that all necessary trainings are conducted
- Able to recognize necessary trainings and presents for audiences such as employees and supervisors
- Responsible for any necessary federal/state reporting
- Serves as the backup for the Payroll & Benefits Specialist, when necessary

- Holds a permanent position on the Wellness Committee to ensure compliance with HR laws and oversees and implements new ideas and concepts to create a strong morale and culture

### **REQUIREMENTS TO PERFORM WORK**

#### ***Essential Knowledge and Skills:***

- Highly motivated self-starter with ability to work independently to accomplish established agency goals
- Ability to work as a team player with a committed positive approach to working through adversity
- Excellent listening, communication, oral presentation, and writing skills
- Critical thinking skills with ability to use logic and reasoning to identify deficiencies or other concerns, ability to effectively solve problems as they arise
- Excellent organizational and time management skills
- Working knowledge of Human Resources practices
- Working knowledge of Microsoft Office Suite and other software applications

#### ***Education and Experience:***

- Associate's or Bachelor's degree in business administration, human resource management, or related field from an accredited college or university preferred.
- Minimum 2 years of professional Human Resources Generalist and/or Recruiting experience, preferably in a production environment with an emphasis on employee relations
- Thorough knowledge of employment law and the principles and practices of effective Human Resources management
- Previous experience with unions, or collective bargaining preferred

#### ***The ideal candidate will:***

- Possess a positive attitude, and practices good judgement, while open to receiving/providing feedback
- Hold the ability to get along with others, individually and in a large group. Has the desire to care for the organization's well-being and for the co-workers he/she interacts with. Interested in partaking in group development and team building activities
- Be open to collaborate and work in a team-oriented and helping environment
- Possess an influential and welcoming communication style
- Foster a culture that values critical thinking and problem solving; and encourages constructive feedback, engagement, inclusion, and diversity at all levels